Evaluating Your Budget Spending

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In general, figures which are regular expenditure items (power, rates, telephone, equipment consumables, housekeeping), should be spent proportionately throughout the year - i.e., you should have spent only 25% of the budget for this at 3 months, 50% at 6 months. If the calculations show this, then all is well.

Income should be evaluated in the same way as expenditure.

- Is the amount received in income as planned?
- Why is it greater/ less than planned? Increase/ drop-in sessions, increase/ drop in 2-year-olds?
- Is it because bulk funding has yet to be received from Operations? (This will appear as income in 3 lump sums in March, July, and November.)
- Is it because the fundraising event was cancelled recently?
- Have the invoices for fees/ donations gone out late this term?

If the calculations show figures not matching the time period given, then you need to consider why.

- Is expenditure in one part of the budget high because the bill comes once a year and 100% has been spent at this time?
- Consider timing of Centre paid staff which will go up and down depending on which months include school holidays or public holidays.
- Is expenditure low because this cost is to be incurred at a later time?
- Is the account due but the invoice has not yet been given to the Centre?
- Are there claims from office holders outstanding (encourage regular claiming)?
- Are you spending more / less due to changes in numbers of sessions, numbers of children?
- Has there been a special reason why the last account was higher (e.g., heaters being left on, a cold snap)?

By monitoring spending closely like this, it is possible for the Centre to act to cut expenditure if it is too high or to plan to spend more if needed in a certain area. If there has been a drop in income the Centre should be able to recognise it early enough to adjust spending plans or to increase fund raising activities to make up a shortfall

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